

All Ward NPA meeting, August 17, 2016
Rm. 12, City Hall

Present: Phet Keomanyvanh, CEDO; Chris Trombly, Ward 7; Martha Molpus, Ward 7; Matt Ketchem, CEDO; Dana Kamencik, Ward 1; Peter Keating, Ward 6; Charles Simpson, Ward 6; Richard Hillyard, Ward 1

1. Phet circulated an agenda and the meeting started at 6:30 pm. We began with introductions and brief statements about recent concerns of our Wards.
2. Phet and Matt presented the latest revision of the Steering Committee (SC) Information Packet, used for SC member orientation and for recruitment to the SC. A number of further refinements were suggested which Matt will incorporate into the on-line document. These included the need to send Phet 2 days in advance SC agenda if there will be a quorum (majority of SC members present) and to send to Phet the minutes of such meetings within 5 days after the meeting. SC agenda and meetings can be brief. The same holds for Ward NPA meetings. She will post them officially so as to comply with the state's open meeting law (OML). Phet reminds us that as a public body authorized by City Council, NPA meeting are responsible for compliance with the OML. Should a member of the public substantiate a claim of non-compliance can result in a \$500. Email to organize agenda is permissible to carry out NPA routine business does not appear to require compliance with OML unless SC members are advocating specific positions about, say, the agenda. The Information Packet can be used to craft your more specific Ward NPA guidelines.
3. Video taping of NPAs isn't required but is optional.
4. Richard H. noted that in the past those seeking a place on the NPA agenda who were denied have brought the matter up with the City in protest so it is good to keep a record of such conversations. As a general rule, it is good to have both sides of an issue represented if possible when that item is on the NPA agenda. Officials making presentations should be followed by a Q and A from the members.
5. Phet reminds us that our own role as SC members is to facilitate discussion and dialogue rather than advocate for a particular point of view. This will avoid positioning your whole NPA. If you speak out at an NPA, say "This is my opinion..." so that you are not speaking for the SC or the Ward NPA. In this same vein, signs advocating a specific position may not be appropriate outside of a candidates' forum.
6. Dana and Peter spoke about structuring the fall candidates discussions and mentioned the usefulness of sending out a few basic questions to each participant prior to their appearance and having time for audience Q and A.
7. Phet defined her role as a facilitator reaching out to other City departments as needed, helping with administrative and organizational development resources.
8. It was generally agreed that the time required for SC service was between 3 and 6 hours a month, depending on the number of SC members. That could also be added to the handbook.
9. Phet said that CEDO has scheduled a CCTV show at Channel 17, Sept. 26 or Oct. 24, an edition of the 30 minute "Live at 5:25", at which a panel of NPA SC members will discuss the NPA process and history. Volunteers should contact Phet, who will moderate. CEDO is also putting together a Youth Board of H.S. and college-age

people whose tasks could include taping NPA sessions. Let Phet know of anyone you know might be interested. This could be an additional source for SC youth members, should you need them. Because at least one SC member couldn't make either the date, Phet is investigating an alternate date.

10. Each Ward NPA gets \$400 per year for expenses to be spent as they wish on Ward business, \$800 for combined NPAs. Those requesting reimbursement need to have a W-9 form on file with Phet (giving Soc. Sec. number, etc.). They also may need the vender request form signed by other SC members, and receipts. The process of reimbursement takes 3 weeks and all bills need to be submitted at least 3 weeks prior to the end of the fiscal year, June 30. Check with Phet first when wanting to have a company bill straight to the City of Burlington. Paper work for a catered event should be billed "City of Burlington, CEDO, NPA ?; Phet Keomanyvanh. It was suggested that those proposing events requiring additional financial support might contact their Council Members as the NPA's are designed to facilitate ward democratic process.
11. All Ward NPA meetings are provisionally scheduled every other month, the third Wednesday of the month:
Oct 19; Dec. 21; Feb. 15; Ap. 19; June 21; Aug 16.
Because Peter can't make the third Wednesday of any month, other dates will be considered. As of now, the host Wards are as follows: Oct. 19, Wards 4/7, the Miller Center; Dec. 19 seems likely to be cancelled (to be decided at the Oct. meeting); Feb. 15 remains unclaimed; Ap. 19 will be hosted by Ward 1/8 at UVM; June 21 by Ward 6 at Champlain College, Aug. 16 unclaimed. Phet will look into available public spaces for other such meetings.
12. Phet announced the selection committee for the Peter Clavelle and Herb Bloomenthal award for "professional leadership" in civic affairs (PC) and "community activist" (HB) is forming and will seek members from the SCs as well as others. If you are interested, tell Phet by August 20. It is expected to take 2 hrs of time but past committee members suggest it may take somewhat longer. Peter and Martha were both members of past selection committees and indicated that there were some issues. The process was at times "too directed" and frustrating in that applications differed in specificity of information provided. More uniform applications would help. Richard Hillyard indicated he was willing to participate this year. For applications contact Phet at pkeomanyvahn@burlingtonvt.gov or Jennifer Green at jgreen@bulintonelectric.com.
13. Publicity for NPAs: Front Porch Forum seems to be the main outlet but some Wards have a master list of those who have attended and they use Mail Chimp to send out notices. Other SC members also phone specific people thought to be interested in a specific topic.

14.

Meeting adjourned at 8:30 pm.

Respectfully submitted, Charles Simpson